

CONFIDENTIAL

OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

9 January 1974

1. Item from the DDO Staff Meeting - 9 January

a. Mr. Nelson will be in Europe on TDY for the period 26 January to 10 February. Mr. Blee will be acting during that period.

2. Items of interest

a. You are reminded to let us know right away if any space changes are contemplated.

b. Char Force. We are distributing a memo from Space Maintenance and Facilities Branch concerning mid-day cleaning. They have asked us to raise with you again the possibility of using an all day-time force to clean the building. This has been resisted in the past by some components, but those who have tried it feel that it is far superior and that their premises are now more thoroughly cleaned. The new request is the result of (a) the fact that GSA is under orders to reduce night-time work (therefore saving power) and (b) the difficulties in continuing to recruit a night-time force. Please discuss this within your components so that we can discuss it more thoroughly at the next staff meeting.

c. W-2 Forms. Distribution of 1973 W-2 tax documents for all Agency personnel is scheduled for Friday, 11 Jan 1974. For domestic employees, W-2's will be distributed via the channels normally used for distribution of the Earnings and Leave Statements. W-2's for foreign field employees will be prepared by Compensation and Tax Division for pouching to the appropriate station or base by the responsible Hqs component. Compensation and Tax Division and CCS have reviewed all tax documentation for financial accuracy and proper cover arrangements. Any additional review desired by Hqs components should be completed promptly to provide sufficient pouch time for field employees to receive their W-2 forms by 31 January 1974.

d. Increase in Mileage Rate. As we mentioned before, the Travel Policy Committee is looking into the possibility of obtaining an increase in the 12¢ per mile rate as the result of the escalating cost of gasoline. However, this rate is set for the Government as a whole and the Agency cannot unilaterally change it. We will keep you posted. In the meantime, if employees find it too costly to use their POV's, they will have to consult with you about public transportation or alternative means.

E2 IMPDET CL BY 006624

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e. Cable Economy. This is the only major Government Agency which has continued to use double space in cables. The Office of Communications has announced that in order to permit economies of paper and storage space we will begin single space transmissions effective 15 March 1974. Outgoing cables should continue to be prepared using double space. The transmission and print-out at the other end will be single space. An official notice will be prepared in the near future restating this procedural change.

25X1A f. Local Transportation. We previously mentioned that the Director had urged in a memo that employees use the shuttle buses rather than POV's in order to conserve fuel. On 23 November 1973, the Agency issued Employee Bulletin [REDACTED] "Revised Shuttle Bus Schedule," to explain that you could use not only Agency shuttle buses, but also those of the DOD and State. Para 4 of that Employee Bulletin stated that pocket size schedules would be available at a later date from the receptionist and bus drivers. We are handing out today one of these to each of you. Could you please give us some idea of the number of these you would need to assure that the schedules will be available to the employees in your Division who will be riding the buses. Since they are printed on both sides, it will take two to post on bulletin boards unless you Xerox them. Phone Fran or Virginia on ext [REDACTED] with the number you need.

25X1A

g. We understand that a notice will be coming out saying that when an employee loses a lane parking permit, he will have to wait 10 days to get it replaced.

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STATE DEPARTMENT SHUTTLE BUS SCHEDULE
ROSSLYN TO MAIN STATE
 Approved For Release 2001/08/31 : CIA-RDP78-04722A000300030080-4
 (Chartered Metro Bus #13, Window Sign Reads "Main State")

F. S. I. 1400 Key Oak St.	Pomponio Plaza 1700 Lynn 17 St. N.	Pomponio Plaza 1735 N. Lynn Lynn St.	Rosslyn Plaza 1601 N. Kent Lynn St.	Pomponio Plaza E. 1800 N. Kent (Across St.)**	Main State D Street Entrance
7:30*		7:34	7:32	7:31	7:40
8:00*		8:04	8:02	8:01	8:15
8:15*		8:19	8:17	8:16	8:30
8:45*		8:49	8:47	8:46	9:00
9:02	9:04	9:05	9:06	9:07	9:15
9:17	9:19	9:20	9:21	9:22	9:30
9:32	9:34	9:35	9:36	9:37	9:45
9:47	9:49	9:50	9:51	9:52	10:00

EVERY 15 MINUTES

4:02	4:04	4:05	4:06	4:07	4:15
4:17	4:19	4:20	4:21	4:22	4:30
4:32	4:34	4:35	4:36	4:37	4:45
4:47	4:49	4:50	4:51	4:52	5:00
5:02	5:04	5:05	5:06	5:07	5:15
5:17	5:19	5:20	5:21	5:22	5:30
5:40*	5:43	5:44	5:45	5:46	5:50
			5:42*	5:43	5:50
			5:44*	5:45	5:50
5:55*	5:57	6:00	6:01	6:03	6:08

* RUSH HOUR SERVICE.
 ** Except during morning rush hour.

MAIN STATE TO ROSSLYN
 (Chartered Metro Bus #13, Window Sign Reads "Rosslyn")

Main State D Street Entrance	Pomponio Plaza 1700 Lynn Lynn St.	Pomponio Plaza 1735 N. Lynn Lynn St.	Rosslyn Plaza 1601 N. Kent Kent St.	Pomponio Plaza E. 1800 N. Kent Kent St.	F. S. I. 1400 Key Oak St.
(LV)					7:30
7:20*					8:15
8:00*	8:06	8:07	8:08	8:09	8:45
8:30*	8:36	8:37	8:38	8:39	9:00
8:45*	8:51	8:52	8:53	8:54	9:26
9:15	9:21	9:22	9:23	9:24	9:41
9:30	9:36	9:37	9:38	9:39	9:56
9:45	9:51	9:52	9:53	9:54	10:11
10:00	10:06	10:07	10:08	10:09	

EVERY 15 MINUTES

4:15	4:21	4:22	4:23	4:24	4:26
4:30	4:36	4:37	4:38	4:39	4:41
4:45	4:51	4:52	4:53	4:54	4:56
5:00	5:06	5:07	5:08	5:09	5:11
5:15	5:21	5:22	5:23	5:24	5:26
5:40*	5:46	5:47	5:48	5:49	5:51
5:50*	5:56	5:57	5:58	5:59	6:00
6:00*	6:06	6:07	6:08	6:09	6:15

* RUSH HOUR SERVICE.

DOD SHUTTLE BUS SCHEDULE
PENTAGON TO ROSSLYN ROUTE 19

(Chartered Metro Bus, Sign Reads "19 Dept. of Defense")

Pentagon Concourse Stairway C-5	Pomponio Plaza 1735 N. Lynn Lynn St.	Commonwealth Bldg. 1400 Wilson Blvd. Nash St.
8:35	8:42	8:45
9:05	9:12	9:15
9:35	9:42	9:45
10:05	10:12	10:15
10:35	10:42	10:45
11:05	11:12	11:15
11:35	11:42	11:45
12:05	12:12	12:15
12:35	12:42	12:45
1:05	1:12	1:15
1:35	1:42	1:45
2:05	2:12	2:15
2:35	2:42	2:45
3:05	3:12	3:15
3:35	3:42	3:45
4:05	4:12	4:15

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NOTE: Route #1 buses service Headquarters/Rosslyn/Pentagon
Route #2 buses service Headquarters/Rosslyn/East/State.
Route #3 buses service Headquarters/Rosslyn/East/State/Executive
Office Building.
* Leaves PSD Building 1 minute earlier.
* Add 1 minute for Key Building and 2 minutes for Magazine Building.
* Routes 1 and 2 stop at PSD Building 1 minute earlier.
* RUSH HOUR SERVICE.

ROSSLYN TO PENTAGON ROUTE 19

Commonwealth Bldg. 1400 Wilson Blvd. Nash St.	Pomponio Plaza 1735 N. Lynn Lynn St.	Lynn Bldg. 111 19th St. N. 19th St.	Pentagon Concourse Stairway C-2
(LV)	(LV)	(LV)	(LV)
8:25	8:27	8:29	8:35
8:55	8:57	8:59	9:05
9:25	9:27	9:29	9:35
9:55	9:57	9:59	10:05
10:25	10:27	10:29	10:35
10:55	10:57	10:59	11:05
11:25	11:27	11:29	11:35
11:55	11:57	11:59	12:05
12:25	12:27	12:29	12:35
12:55	12:57	12:59	1:05
1:25	1:27	1:29	1:35
1:55	1:57	1:59	2:05
2:25	2:27	2:29	2:35
2:55	2:57	2:59	3:05
3:25	3:27	3:29	3:35
3:55	3:57	3:59	4:05

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